

## North Lancashire Swimming & Water Polo Association

### Minutes of the Executive Committee Meeting

**3<sup>rd</sup> November 2014 -7.30pm - County Hall Preston**

<b>IN ATTENDANCE:</b> Bob Thompson (President), Janice Whittle (Age Group Secretary), Garry Whittle (Vice President & Swim League Secretary), Mary Parkinson (Chorley Marlins), Gillian Rankin (Leyland Barracudas); Judith Dutton (Leyland Barracudas), Hannah Leeson (Garstang ASC), Malcolm Wilson (Life Member), Karen Hulme (Ormskirk), Cherry Wilkinson (Colne ASC), Rose Proctor (Clitheroe), Steve Heaps (Preston SC); Shelley Whitehead (Pioneer 79); Jen Barcock (Fleetwood ASC); Dominic Brophy (Kirkham and Wesham); Zak Sly (Lancaster WP); Alan Howarth (Burnley Aquatics)	Action By: -
<p><b>1. APOLOGIES:</b> Kevin Whiteside (Hon. Treasurer), Sue Tinkler (Hon. Secretary), Ashley Cocks (Life Member), Alison Lawson (Fleetwood ASC); Maureen Crawford (Blackpool Aquatics), Ron Flude (Lancaster S&amp;WPA). Minutes were taken by Judith Dutton in the absence of the secretary</p> <p><b>2. The President welcomed everyone to the meeting and introduced Zak Sly who was being nominated to take over from Darren Gibson as Water Polo Secretary.</b> BT asked that we go around the room and introduce ourselves for Zak's benefit.</p> <p>It doesn't feel like two months since we last met but quite a lot has happened in that time:</p> <ol style="list-style-type: none"> <li>We've now got swimming royalty in our midst - Janice Whittle our A/G Secretary and past president has recently taken up her office as NW Region President – I'm sure we'd like to congratulate Janice on a well-deserved appointment, given all her input into the sport over many years and wish her a very successful year in office.</li> <li>At the beginning of October Southport SC won the JIL North of England final against clubs including Stockport Metro &amp; City of Leeds and now go forward in what looks like a strong placing into the National final in Corby on 30 Nov – we wish Southport every success in that event.</li> <li>Also in October British Swimming/ASA finally published the long awaited outcome of the competition review – the changes are far reaching and all clubs should now have received copies. They will impact on our Association's meets and Garry will outline our proposals under the A/G section.</li> </ol>	
<p><b>3. MINUTES OF THE PREVIOUS MEETING</b> Minutes of the previous meeting held on 1<sup>st</sup> September 2014 were reviewed. Congratulations were extended to Thomas Manning of Fleetwood and Elizabeth Woodcock of Chorley for competing in the Summer Nationals, meaning that both clubs had swimmers competing at Nationals in their own right. BT apologised for omitting to mention this at the September meeting when mentioning Association Clubs with swimmers at the Nationals. A proposal to accept the minutes was received from Malcolm Wilson and seconded by Rose Proctor and approved by all present. The minutes were signed by the President as a true record.</p>	

<p><b>4. MATTERS ARISING</b> None</p>	
<p><b>5. CONFLICTS OF INTEREST</b> There were no Conflicts of interest registered</p> <p><b>6. No items of AOB required to be given priority for discussion over other items on the agenda.</b></p>	
<p><b>7. CORRESPONDENCE</b></p> <p>Club secretaries will have received a guidance note from Jane Nickerson COO of the ASA entitled "External Organisations Offering Training on Business, Trading &amp; Taxation"</p> <p>It seems to arise as a result of seminars run by the likes of GB Sports who if you recall ran a very useful and well attended seminar for the Association in the summer.</p> <p>The ASA have stated in their guidance note they do not believe profits from club open meets are subject to tax being covered by mutual trading exemption.</p> <p>Also, the inference of the note is that it isn't necessary to incorporate to protect a club committee from potential personal liability.</p> <p>I know a number of our member clubs have an interest in these two points and as there would appear to be a clear divergence of opinion on these points I have written to Jane Nickerson for further particulars and for a copy of the auditor's advice on open meet income.</p> <p>Mutual trading is a complex area but the HMRC Inspectors Manual (the bible for when an Inspector calls!) appears to limit exemption to dealings with members of that entity. <b><i>"Immunity from tax on the grounds of mutual trading applies only to transactions in the nature of trade undertaken with the entity's members. An entity that carries on a mutual trade with its members remains liable to tax on all its other income and gains (including the profits from any trade with non-members)"</i></b></p> <p>There could potentially be a lot of tax at stake if HMRC do not concur with the ASA's guidance – they can go back six years – so it is critical that we get it right here.</p> <p>One obvious solution would be to register as a CASC with HMRC that makes £30k of trading income exempt (soon to rise to £50k) and allows for Gift Aid relief to be claimed – but this is a specialist area and clubs are advised to seek professional advice before proceeding.</p>	
<p><b>8. HON. TREASURER'S REPORT</b></p> <p>The President read the report in the absence of the Hon. Treasurer</p> <p>The accounts for the Year Ended 30.09.2014 were circulated.</p> <p>Key highlights</p> <ul style="list-style-type: none"> <li>• drop in income from the two meets of £535 (drop in Dev meet and rise in Champs)</li> <li>• affiliation fees down - all clubs bar one paid on time at the reduced rate</li> <li>• Coaching grants etc up £2,587 incl £859 paid for Safeguarding courses</li> <li>• Saved on Insurance by dropping obsolete AOE equip from cover Except new starter box</li> <li>• Overall shortfall on year £8,368 &amp; reserves £37,675 cf £50,928 (2013)</li> </ul>	

<ul style="list-style-type: none"><li>• The grant scheme has been very successful in returning funds to member clubs but we appear to be depleting funds at quite a rate now and perhaps need to revisit this in the budget.</li></ul>	
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You've also got the management accounts for the month ended 31.10.2014 to bring finances right up to date including the results of the recent development meet.

- With two bills still to pay Pool hire & ASA levy the meet looks to have generated a surplus of £1,467 cf £2,294 – entries were down on last year but when compared to 2012 income was down by £2k! some expenditure – wristbands and polo shirts will cover next year's meet as well.
- We've also paid out £2,400 in coaching grants to four clubs since the year end.

The October figures also include a preliminary budget for 2015 which would give a shortfall of £7,428 and reduce reserves to £30k

Need to consider whether to continue with coaching grant at current level?  
We've paid out nearly £30k since inception and it has worked very well  
We could half it to £300 to try and perpetuate it or keep it same for next 18-24m and then cease  
Need to decide optimum level of reserves & Kevin has said he'd like to retain £20k as a bottom line until in the new comp structure beds in.

#### Other points on finance

We've finally been notified of the new RBS account, after nearly 5 months of trying to open the account. We will eventually close Yorkshire Account & also move some funds to a Business Reserve account with RBS.

Thank you to Garry as ever for conducting the Independent review of the Accounts for the AGM.

Bursaries – please follow the instructions on the form!

Club Affiliation forms and club contact details forms were circulated with a request to bring the completed forms and affiliation fees back to the December AGM. The president reminded the delegates of the benefits of paying the subs before 1.1.2015.

#### Acceptance of Hon Treasurers Report - Proposed: G Whittle, Seconded: G Rankin

Gary Whittle proposed that we maintain the Coaching Grants but reduce it to £400 per club per year, this was seconded by Mary Parkinson and passed unanimously. This will take effect from this meeting. Clubs who have already received the grants for the 2015 Financial Year will be able to keep the higher sum. It was agreed to keep a minimum level of reserves of £20,000.

MW to  
Update  
funding  
tab on  
website

## 9. SUB COMMITTEE REPORTS

### (i) AGE GROUPS

**The October Development Meet** ran smoothly, although there were less entries than usual. There were a few requests for late entries/errors but as per agreed at the last meeting these requests were denied. Thanks to Rick Atkinson who helped in the Timing Suite all weekend. Thanks to all the Clubs for ensuring they fulfilled their allocated roles and to all who helped, including Officials. There wasn't much mentoring and 2/3 people dropped out on the day. Everything was on the rankings the following day. Thanks to Gary Whittle for getting the results together and sent out.

**Inter Association** – most swimmers responded quickly and we have a strong team. Captains are Anthony Wood from Blackpool and Ciara Barcock from Fleetwood, Vice Captains are Kenan Yeung from Preston and Ellie Taylor from Burnley. There is a team get together on Sunday 9<sup>th</sup> Nov at West View and so far half have responded.

Fleetwood agreed to bring an amplifier to West View. Liverpool & District will be strong again. The Inter Association group will meet in Jan/Feb to review this year's competition and look at amendments in light of the new Competition Structure.

The January meet on 10 & 11 and 24 & 25 does not need to be a Level 2, it can be a Level 3 as it is more relaxed concerning Officials and will still allow swimmers to progress to County and Regional Events. Age Groups will be 9-14 and 15 and over and for January, we will keep age on day. The Championship Events are to be taken out and will be swum later in the year as they can only be swum once in a year. The Upper time will be decreased while the lower times will stay the same. Entry fees will be £3.50 and Coach's passes £10.

Moving forward the proposed Level 2 Meet will take place in October in the Short Course Season. This could be a qualifier for the Winter Championships which need a Short Course time. 2016 Counties will be at the end of January. In 2015 we will have 2 meets of a similar standard. The Proposed Programme for January was circulated. It was agreed that 9 year olds would swim 50s and 200s only but not 200m fly, no 100s except for the IM and the 200m IM. It was voted that Squadrons should continue and suggested that we make session 7 start later. It was agreed that we will award Medals in January and badges in Autumn. This went to a vote 2 for badges, 12 for medals and 1 abstention. Information should be out to clubs shortly.

If we want a Lower Level Meet in future it will probably be May/June and the Age Group Committee would rather leave it out for 2015. The Lower Level Meet can be age on day. If we want 9 year olds to swim based on age at 31<sup>st</sup> December they must nine at the date of the competition not eight. Please can Clubs support the Lower Level 3 Meet? County are also looking at a Development Meet. Clubs that responded would like the 2 Meets to continue and financially as an Association we need both Meets. It was agreed that the January Meet would be a Level 3 and October Level 2. A vote was taken as to whether to include the Level 3 Development Meet in 2015 and it was voted 14 for and 2 against to leave it until 2016.

Autumn Provisional dates are 26<sup>th</sup> 27<sup>th</sup> September and 3<sup>rd</sup> 4<sup>th</sup> October. A provisional booking has been made, it might clash with the Northern Area Micro Final but it is difficult to find any other suitable date in the Calendar and the Northern Area final would only ever potentially impact on one member club in any year.

Proposer: Alan Haworth, Seconded: Malcolm Wilson

**(ii) SWIM LEAGUE SECRETARY`S REPORT**

The Fixtures Meeting will be held after the AGM. Please can all teams have a Representative present? Any changes to the number of teams being entered please let Gary Whittle know.

Generally people liked the new events but it was decided that the 1<sup>st</sup> mixed medley relay would be 1 x 12 year old, 2 x 14 year olds and 1 open swimmer. The age will stay as at 31<sup>st</sup> July.

**(iii) WATER POLO**

Zak Sly proposed some updates to the WP rules.

The President pointed out that whilst the Exec has the power to amend league rules, none of those present were sufficiently knowledge about Water Polo to vote on the changes. He suggested that the proposals be circulated to the WP playing member clubs for approval &/or comment and if agreed be brought to the February 2015 Exec meeting for ratification in time for the 2015 league season.

**(iv) DEVELOPMENT COMMITTEE**

There has been no meeting of the committee since the September Exec meeting & therefore no report.

**(v) SWIMMING COMMITTEE**

The swimming committee had met to assess the impact of the Competition Review upon the Associations competitions and propose changes to our competitions, these have already been covered in the A/G Secretary's report.

**10. NOMINATION PAPERWORK**

Nominations for next Year's Committee are due in tonight. They have been received for Hon. Treasurer, Hon Secretary, Age Group Secretary, Swim League Secretary, and Water Polo Secretary.

One nomination has been received for the George Harris Salver – Barrie Rayner who has been a Coach, Team Manager and Committee Member at Fleetwood who has worked with over 250,000 swimmers. This nomination was unanimously approved.

One nomination has been received for a Life Member - Steve Heaps, delegate for Preston SC, he was Inter Association Team Manager for many successful years as well as Inter County Team Manager, Steve has shown interest in, and is respected by swimmers from all the Association's clubs. This nomination was unanimously approved.

<p><b>11. HANDBOOK/CONSTITUTION</b></p> <p>Constitution is still with Alan Boyle who is better but has a back log of work.</p>	
<p><b>12. ANY OTHER BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. Lytham have been advised of the procedure to join the Association but as yet nothing has been received. <span style="float: right;">ST</span></li> <li>2. Swim league Trophies – 2 are back there is 1 outstanding from Chorley and the Water Polo Cup from Radcliffe. Championship Trophies should be returned by the January meet, so that they can be checked for condition and insurance value, then stored by GR for presentation at the Autumn Champs. <span style="float: right;">MW</span></li> <li>3. Website – change officials Contact to H Whittle. Can Zak Sly supply the Water Polo results? <span style="float: right;">MW</span></li> <li>4. SW advised that the Aquatics Academy is being expanded and re-launched in January for the New Year. Year 2s will be picked up when they are aged 16 for further Aquatic Education – Level 1s, 2s and CPDs.</li> <li>5. There is a backstroke CPD at Chorley - date? and a CPD at Bury on 23/12.</li> <li>6. Club contact forms were circulated and are to be put on the website together with the affiliation forms for 2015.</li> <li>7. Official's details are now on the Officials' Finder website and therefore doesn't need to be completed by Clubs on the Club Info form.</li> <li>8. The question was asked if the Contemporary issues Course had to be a Course or whether it could be done online. There will be an answer shortly. H Whittle will be happy to sort a course.</li> <li>9. Please could officials officiate at Chorley on Sat 15<sup>th</sup> Nov?</li> </ol>	
<p><b>There being no further business the meeting closed at 9.30p.m.</b></p>	